

Checklist

Conforming Legal Name of Minor

Filing Fees

Court Costs: \$99.00 Once a name conformity application has been filed, there will be no refunds.

** Additional costs may be incurred for certified mail service or publication*

Business in this Court is conducted on a cash or credit card basis only

Requirements

You may apply for a name conformity **only** if the minor has been a Ross County resident for the past 60 days. If the minor has not lived in Ross County for at least sixty days, your application will be dismissed and your filing fees will not be refunded.

Notice

The clerk is not an attorney and cannot answer questions about your name conformity.

The Process

The documents listed below must be prepared by the applicant or attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will do one of the following:

- If you are attempting to conform the name of a minor, the parents of the minor, including an alleged father, must consent to the name conformity or receive legal notice of the name conformity.
 - The parent or alleged father must receive legal notice regardless of the amount of contact with the child or the amount of support paid.
 - You must publish the name conformity in a newspaper of general circulation in the county.
 - The notice must be published at least thirty (30) days prior to the date of the hearing. The hearing date will be assigned by the Court at the time of filing. You are responsible for taking the notice to the newspaper and for any payment of costs owed to the newspaper.
 - Proof of publication must be presented to the Court before the hearing (*this proof is obtained from the newspaper in which your notice was published.*)
 - It is your responsibility to make sure that the legal notice is accurately completed and filed with the Court.
 - If you have questions as to how to obtain legal notice, you should consult with an attorney.
- If a parent does not consent, the applicant must prove by clear and convincing evidence that the name of the minor should be conformed. This may require witnesses and evidence to be presented at a hearing.
 - If you have questions as to how to present your case, you should consult with an attorney.

The Court reserves the right to require additional documentation be submitted to support the name conform, require a criminal background check, or hold a formal hearing on the application.

Note:

- **All paperwork must be typed or written in ink and must be legible. Illegible documents will be refused for filing.**
- **All filings must be single-sided. We will not accept double-sided originals.**
- **You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.**

Initial Filing

- Self-Representation Acknowledgment, *if applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Application for Conform of Name of Minor (Form 21.9)
- Photocopy of the following documents for the minor are required to be submitted with the application:
 - Birth Certificate
 - Driver's License or State ID (if any)
 - Social Security Card, *with the social security number redacted pursuant to Sec 2717.01 (D)*
 - Passport, (if any)
 - Any identity document relating to the application to conform legal name

- Affidavit in Support of Application for Conform of Name of Minor (Form 21.09)
 - o This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Judgment Entry Setting Hearing and Ordering Notice (Form 21.11)
- Judgment Entry Conforming Legal Name of Minor (Form 21.10)
 - o If more than one document needs to be conformed, a separate Judgement Entry must be provided for each document
- Name Change Application Supplement Affidavit
- Waiver of Notice of Hearing and Consent to Conform of Name of Minor (Form 21.12), *if applicable*

If the both parents' consents are not provided with the application, the following must be filed:

- Notice of Hearing on Conforming Legal Name (Form 21.13)

If Requesting the Name Conformity to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's or minor's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Application to Waive Publication and Seal File (Form 21.6)